		OR	DER FOR SU	PPLIES OR SERV	VICES				PAGI	E OF PAGE	S
IMPORTANT:	Mark all	packages and papers with	contract and/or or	der numbers.					1		4
1. DATE OF OR	DER	2. CONTRACT NO. (If any) EP-W-17-002						6. SHIP TO:			
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3. ORDER NO.			4. REQUISITION/I	REFERENCE NO	-						
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9. ACCOUNTING		PROPRIATION DATA		· ·	10. REC		NING OFFICE	1			
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# ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO

2

6/27/2	019 EP-W-17-002				68HER	RDER NO. 8HERH19F0240		
TEM NO.	SUPPLIES/SERVICES	QUANTITY	12,201510-12	UNIT		AMOUNT	QUANTIT	
(a)	(b)	ORDERED (c)	(d)	PRICE (e)		(f)	ACCEPTE (g)	
	reference. Services are rendered under							
	this task order are for severable services.							
	This is a times-and-materials task order							
	and is subject to the Limitation of Cost							
	and Limitation of Funds clauses.							
	The contractor shall perform services in							
	accordance with the attached Statement of							
	Work (SOW). This procurement is for one							
	(1) 12-month base year period with two (2)							
	12-month-month option year periods.							
	month month operon year periods.							
	BASE YEAR PERIOD OF PERFORMANCE 07/02/2019							
	- 07/01/2020							
	This is a Times-and-Materials (T&M) task							
	order that is incrementally funded in the							
	amount of \$25,000.00. The task order base							
	year ceiling price is \$100,508.37, which							
	the vendor is not authorized to exceed at							
	its own risk. The task order base year							
	period amount with two option year periods							
	total is \$307,026.73.							
	this order by signing and dating below:  PRINT NAME AND TITLE							
	SIGNATURE AND DATE							
	TOCOR: NICHOLAS KNOWLES Max Expire Date:							
	06/30/2022							
	Admin Office:							
	SRRPOD							
	US Environmental Protection Agency							
	William Jefferson Clinton Building							
	1200 Pennsylvania Avenue, N. W.							
	Mail Code: 3805R							
	Washington DC 20460							
	Period of Performance: 07/02/2019 to							
	07/01/2022							
1	BASE YEAR PERIOD OF PERFORMANCE: 07/02/2019					25,000.00		
	- 07/01/2020							
	Continued							
			1					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$25,000.00

# ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO.

PAGE NO

3

ORDER NO.

-	019 EP-W-17-002	I OUANTEN			COLLET	RH19F0240	
	10 Sales - N	ORDERED	erstivat ti	PRICE			ACCEPTED
(a)	THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED BELOW AND IN THE ATTACHED STATEMENT OF WORK FOR THE BASE YEAR PERIOD  TASK 1: TECHNICAL SUPPORT TASK 2: SUPPORT FOR RSC TRAINING AND EXERCISES TASK 3: NEWSLETTERS AND PUBLICATIONS ACTIVITIES TASK 4: OTHER RSC/EOC SUPPORT  Accounting Info: 19-T-D3P-000DC6-2505-19D3P17007-001 BFY: 19 Fund: T Budget Org: D3P Program (PRC): 000DC6 Budget (BOC): 2505 DCN - Line ID: 19D3P17007-001 Funding Flag: Complete Funded: \$25,000.00	QUANTITY ORDERED (c)	6530186 8	UNIT PRICE (e)		AMOUNT  (f)	QUANTITY ACCEPTED (g)
0002	OPTION YEAR 1 PERIOD OF PERFORMANCE:  07/02/2020 - 07/01/2021  THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED BELOW AND IN THE ATTACHED STATEMENT OF WORK FOR THE BASE YEAR PERIOD  TASK 1: TECHNICAL SUPPORT TASK 2: SUPPORT FOR RSC TRAINING AND EXERCISES TASK 3: NEWSLETTERS AND PUBLICATIONS ACTIVITIES TASK 4: OTHER RSC/EOC SUPPORT  OPTION YEAR PERIOD 1 PERIOD OF PERFORMANCE AMOUNT IS \$103,090.36 (Option Line Item) 07/02/2020						
0003	OPTION YEAR 2 PERIOD OF PERFORMANCE: 07/01/2021 - 06/30/2022  Continued  TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

# ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO

4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

**DATE OF ORDER CONTRACT NO.** 06/27/2019 **EP-W-17-002** 

NTRACT NO. ORDER NO. 68HERH19F0240

ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT **AMOUNT** QUANTITY ORDERED ACCEPTED PRICE (d) (f) (a) (b) (c) (e) (g) THE CONTRACTOR SHALL PERFORM THE TASKS AND/OR DELIVERABLES OUTLINED BELOW AND IN THE ATTACHED STATEMENT OF WORK FOR THE BASE YEAR PERIOD TASK 1: TECHNICAL SUPPORT TASK 2: SUPPORT FOR RSC TRAINING AND EXERCISES TASK 3: NEWSLETTERS AND PUBLICATIONS ACTIVITIES TASK 4: OTHER RSC/EOC SUPPORT OPTION YEAR PERIOD 2 PERIOD OF PERFORMANCE AMOUNT IS \$103,428.00 (Option Line Item) 07/02/2021 The obligated amount of award: \$25,000.00. The total for this award is shown in box 17(i). TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) \$0.00

# ATTACHEMENT 1 STATEMENT OF WORK

# OFFICE OF EMERGENCY MANAGEMENT REGULATION, EVALUATION AND TECHNICAL SUPPORT

REQUEST FOR OFFER: PR-R0-19-00098

TASK ORDER TITLE: Response Support Corps

### **TASK ORDER SOW**

### I. BACKGROUND

In September 2003, the Administrator established the Response Support Corps (RSC) as part of the implementation of the agency-wide National Approach to Response (NAR). The response to the World Trade Center and Pentagon terrorist attacks, anthrax incidents, and the Columbia Space Shuttle accident made it evident that significant additional resources are needed to augment EPA's primary emergency response staff, the On-Scene Coordinators, in order for EPA's emergency response program to be successful. In 2005, over 1600 EPA employees were deployed to the Gulf Coast to assist in the response to Hurricanes Katrina and Rita and many more provided support from the regional and headquarters Emergency Operations Centers. This further demonstrated that an effective agency response is dependent on the skills and expertise of personnel throughout the Agency. EPA must prepare for the very real possibility of multiple simultaneous nationally significant incidents, including chemical, biological, or radiological emergencies and natural disasters. The successful response to incidents of this magnitude and complexity requires the participation of all EPA offices.

The RSC is the mechanism through which all EPA offices prepare to effectively fulfill their roles and maximize EPA's response capabilities within our current resource base. The RSC is a nationally led initiative that is managed by both headquarters and regional offices, as appropriate, with membership open to all EPA employees. RSC members may be required to support operations in the field as well as at the headquarters Emergency Operations Center (EOC) and the Regional Emergency Operations Centers (REOCs). Support can include general administrative duties as well as specialized program skills such as air and water monitoring, radiation, contracts, finance, laboratory, and public affairs.

#### II. SCOPE OF WORK

- 1. The Contractor shall submit a proposal to the Contracting Officer Representative (COR) and Task Order Contracting Officer Representative (TOCOR) in accordance with the requirements of this task and the underlying contract after meeting with the COR and TOCOR to further examine the continuing training, and support needs of the Reponses Support Corp.
- 2. The Contractor shall be responsible for oversight of deliverables under this task order and shall be responsible for transmission of reports and invoices as required by the contract.
- 3. The Contractor shall provide a project manager who has experience in both training and leading a national workgroup. Activation of such technical support shall be upon receipt of written (via e-mail) Technical Direction of the TOCOR in a specific crisis situation or for training/educational activities.

- 4. All media and training materials developed by the Contractor shall be submitted to the TOCOR in draft format and will be reviewed and approved by the TOCOR. In the case of the monthly training conference calls, the contractor and the EPA trainer shall meet via telephone to discuss training scenarios prior to each call. Final copies of all training materials shall be submitted to the TOCOR electronically in Word format.
- 5. The Contractor shall develop evaluation forms to be used to evaluate the content and presentation of the training courses. These evaluation forms shall be submitted to the COR and TOCOR in draft format and will be reviewed and approved by them. The Contractor shall provide a meeting summary end of each training to the TOCOR with a short summary of results as well as any suggested revisions to the course that would enhance its effectiveness.
- 6. The Contractor shall provide assistance with the development, design, and production of brochures, website development and maintenance, at least 3 national newsletters annually, exhibit materials, and other informational/educational materials for the RSC as needed.
- 7. Throughout the process, the Contractor shall submit monthly reports to the COR and TOCOR.

## III. PERIOD OF PERFORMANCE

The period of performance for the Base Period shall be date of award through TBD

The Government has the option to extend the effective period of this task order for <u>TBD</u> additional periods. Prior to the expiration of the effective task order period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. The period of performance for the Task Order Option Periods are defined below:

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	To:	From:
Base Period	5/3/2019	5/2/2020
Option Period I	5/3/2020	5/2/2021
Option Period II	5/3/2021	5/2/2022

#### IV. TASKS

# **TASK 1: Technical Support**

The Contractor shall provide support the RSC through assistance with drafting Standard Operating Procedures (SOPs) and Regional Standard Operating Guidelines (RSOGs and job aids) for the conduct of an emergency activation and other support functions in the EOC/REOC. The revisions shall be prepared and submitted by the Contractor first as draft and, after review by the EPA Work Assignment Managers (WAMs), as final in both Word and pdf files.

Finalize HQ SOP and RSC Order (including updating Health & Safety requirements)

DELIVERABLES	DUE DATES
Proposal	20 days from being issued

Final Reports	1 week from receipt of comments
SOP and RSC Oder revision	3 weeks from final adjudication

<sup>\*\*</sup>The specific content and schedule of deliverables shall be identified shall be outlined in the below task deliverables.

## TASK 2: Support for RSC Trainings and Exercises

The RSC will host training and exercise events during the year, some of which require contractor support. For planning purposes, the contractor shall plan on supporting exercises with assistance in the development of EOC/REOC support and training events.

- o Create and maintain on-line training (HQ & Regions)
- o Host at least two RSC orientation sessions (HQ)
- AAship EOC/RSC refreshers (HQ)
- o Provide Field Readiness training to RSC coordinators (HQ & Regions)
- o Participate in exercises as evaluator/contractor (HQ)
- o Monthly RSC coordinators conference calls (HQ & Regions)

DELIVERABLES	DUE DATES
All final training products will be due	Final draft due at least two weeks after training
	event
All training and evaluations reports	Final draft reports at least one week after
	training event

<sup>\*\*</sup> The specific content and schedule of deliverables shall be identified shall be outlined in the below task deliverables.

## **TASK 3: Newsletters and publications Activities**

The Contractor shall assist in the compilation of the RSC newsletter and other publications that includes information about EPA performance during responses (including exercises). Newsletters typically include the following information: a general summary of the event; key facts and figures about the size of the event and the amount of EPA resources (people and equipment) used to respond; EPA participation during the response; EPA organizational participants; positive outcomes at both headquarters and the regions; challenges, issues and recommendations for future corrective action.

- Develop and publish Issue #12 of the RSC newsletter
- o EOC open house/RSC information session (HQ

DELIVERABLES	DUE DATES
Draft newsletter	Quarterly before publishing
Publications activities for recruiting	Reports due at least two weeks after events

<sup>\*\*</sup>The specific content and schedule of deliverables shall be identified shall be outlined in the below task deliverables.

# **TASK 4: Other RSC/EOC Support**

The Contractor shall provide, on an incident-by-incident basis, other support and assistance as may be required to meet the needs of the specific emergency activation, pre-deployment, exercises, or developmental need. For instance, during hurricane responses, the contractor may provide support for national staffing of EPA personnel under the Resources Unit. While EPA is able to specify a number of

areas of support that may be needed during an activation, the Agency recognizes that each incident is unique and that there may be specialized support needs that are not easily identifiable prior to an activation. If this support is needed, additional direction, including applicable deliverable schedules will be provided with the activation message.

- Update RSC intranet site
- Assist RSC coordinators/members with FR updates/issues/reports (HQ & Regions)
- Data scrub Archive FR profiles of RSC members no longer interested in participating (HQ & Regions)?

DELIVERABLES	DUE DATES
Maintain website	Report due at least one week after changes or
	input
Input to FR as requested	Reports due one week after order/changes

<sup>\*\*</sup>The specific content and schedule of deliverables shall be identified shall be outlined in the below task deliverables.

#### V. POINT OF CONTACT

TRD

### **Contracting Officer Representative:**

**TBD** 

#### VI. TERMS AND CONDITIONS

The following additional terms and conditions are requirements of this task order:

## VII. TECHNICAL EVALUATION CRITERIA

The following evaluation criteria shall be used to evaluate the contractor's proposal, with technical criteria being more/equal/less important to price.

## 1. TECHNICAL APPROACH

The contractor will be evaluated on its technical approach to the task order. The technical approach should demonstrate and describe in more detail the technical details of how the project/task will be developed. How will this flow together using the time table for each event as well as each phase of the task.

## 2. TECHNICAL CAPABILITY

The contractor will be evaluated on its demonstrated understanding and ability to perform the requirement. The contractor should demonstrate a familiarity with the response community and how each region deploys RSC personnel for assistance. The contractor should demonstrate its capability in ICS/NIMS response systems. Within the time table for response contractor should be able to identify needed logistics and personnel to provide assistance.

#### 3. LABOR MIX

The contractor will be evaluated on its proposed labor mix. The labor mix should include professionals with relevant experience/ expertise in ICS/NIMS system to provide the correct professional skill mix for support.

\*\*\*Optional additional evaluation factors include but are not limited to...\*\*\*

### INNOVATION/ CREATIVITY

The contractor will be evaluated on its demonstrated ability to provide innovative and/or creative solutions in its technical approach to the requirement.

### **KEY PERSONNEL**

The offeror's proposed Key Personnel will be evaluated on demonstrated experience, education, and qualifications necessary to successfully manage and perform the task order SOW.

### SMALL DISADVANTAGED BUSINESS PARTICIPATION

The contractor will be evaluated on its proposed small disadvantaged business subcontracting participation.

#### PAST PERFORMANCE

The contractor will be evaluated on its demonstrated quality of the offeror's performance of contracts and subcontracts currently in process or completed during the past three (3) years, which are similar in size, scope, and complexity to this requirement. Offerors with no past performance history, whose past performance is not relevant, or for whom past performance data is not available, will be given a neutral rating for this factor and will not be evaluated either favorably or unfavorably on past performance.

AMENDMENT OF SOLICITATION/MODIFICA	ATION OF CONTRA	СТ	CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REC	LUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
P00001	See Block 16	C PR-C	LEM-19-00554	
6. ISSUED BY CODE	HQAD		MINISTERED BY (If other than Item 6)	CODE SRRPOD
HQAD US Environmental Protection William Jefferson Clinton Bu 1200 Pennsylvania Avenue, N. Mail Code: 3803R Washington DC 20460	ilding	Wil 120 Mai	POD Environmental Protectio liam Jefferson Clinton O Pennsylvania Avenue, l Code: 3805R nington DC 20460	Building
8. NAME AND ADDRESS OF CONTRACTOR (No., street,	county, State and ZIP Code)	Ioa	AMENDMENT OF SOLICITATION NO.	
BOOZ ALLEN HAMILTON INC. Attn: BRYAN JONES 3283 GREENSBORO DRIVE MCLEAN VA 22102	33.00	98 × 10,	A. MODIFICATION OF CONTRACT/ORDER NOT PROPERTY 19 TO 10 O CONTRACT/ORDER NOT PROPERTY 19 TO 2 4 OCCUPANTED (SEE ITEM 13)	łO.
CODE 006928857	FACILITY CODE	l _ o	6/27/2019	
			TENTS OF SOLICITATIONS	
	RECEIPT OF OFFERS F change an offer already su ice to the solicitation and lired)  DDIFICATION OF CONTR	RIOR TO THE HOUR A ubmitted , such change this amendment, and is Net Inc	AND DATE SPECIFIED MAY RESULT IN REJI may be made by letter or electronic communic received prior to the opening hour and date s	ECTION OF YOUR cation, provided pecified. 25,000.00
	ET/ORDER IS MODIFIED IN ITEM 14, PURSUANT	TO REFLECT THE AD TO THE AUTHORITY	MINISTRATIVE CHANGES (such as changes OF FAR 43.103(b).	
X IAW FAR 52.232-22 -	Limitation of	f Funds (APR	1984)	
E. IMPORTANT: Contractor 🗵 is not	is required to sign this			g office.
14. DESCRIPTION OF AMENDMENT/MODIFICATION (DUNS Number: 006928857  1. To add funds incrementall: 07/02/2019 through 07/01/202 requisition number: PR-OLEM-68HERH19F0240.	y to partiall O by obligati	y fund the	current period of perfo the amount of \$25,000.	ormance dates:
2. Establish the limit of the a. The amount of funds present as The amount of funds present as a result of the modifier \$25,000.00 from \$25,000.00 to Continued  Except as provided herein, all terms and conditions of the 15A. NAME AND TITLE OF SIGNER (Type or print)	ntly available contract is cation, total o \$50,000.00.	e on the costs \$25,000.00 funded amo This task	ntract and the limit of . unt for this document w order is not fully fund	ras increased by led for the full force and effect.
15B. CONTRACTOR/OFFEROR	15C. DA	TE SIGNED 16B.	UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)				08/27/2019

 CONTINUATION SHEET
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 OF

 EP-W-17-002/68HERH19F0240/P00001
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NAME OF OFFEROR OR CONTRACTOR
BOOZ ALLEN HAMILTON INC.

ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT PRICE **AMOUNT** (C) (D) (E) (A) (B) (F) current period of performance. c. The contractor shall provide services that would result in exceeding this amount, except at its own risk. 3) Allocates to DCN Line ID: 19D3P17026-001 the funds obligated by this modification as follows; a. CLIN 001 - \$25,000.00 b. The contractor shall provide services that would result in exceeding this amount, except at its own financial risk. All other terms and conditions remain unchanged TOCOR: NICHOLAS KNOWLES Max Expire Date: 06/30/2022 LIST OF CHANGES: Reason for Modification: Funding Only Action Total Amount for this Modification: \$0.00 New Total Amount for this Version: \$100,508.37 New Total Amount for this Award: \$307,026.73 Obligated Amount for this Modification: \$25,000.00 New Total Obligated Amount for this Award: \$50,000.00 Incremental Funded Amount changed: \$25,000.00 to \$50,000.00 CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this Modification: \$25,000.00 Incremental Funded Amount changed from \$25,000.00 to \$50,000.00 CHANGES FOR ACCOUNTING CODE: 19-T-D3P-000DC6-2505-19D3P17007-001 Amount changed from \$25,000.00 to \$100,508.37 Percent changed from 0 to 100 NEW ACCOUNTING CODE ADDED: Account code: 19-T-D3P-000DC6-2505-19D3P17026-001 Beginning FiscalYear 19 Ending Fiscal Year Fund (Appropriation) T Budget Organization D3P Program (PRC) 000DC6 Budget (BOC) 2505 Job # (Site/Project) Cost Organization DCN-LineID 19D3P17026-001 Quantity: 0 Continued ...

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 OF

 EP-W-17-002/68HERH19F0240/P00001
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NAME OF OFFEROR OR CONTRACTOR
BOOZ ALLEN HAMILTON INC.

EM NO.	SUPPLIES/SERVICES	QUANTITY		UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	Amount: \$25,000.00				
	Percent: 24.87355				
	Subject To Funding: N				
	Payment Address:				
	Payment:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center (AA216-01)				
	109 TW Alexander Drive				
	www2.epa.gov/financial/contracts Durham NC 27711				
	Period of Performance: 07/02/2019 to 07/01/2022				